



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

OFFICIAL FILE COPY

DivO 5605.1

Adj

13 FEB 2002

DIVISION ORDER 5605.1

From Commanding General
To: Distribution List

PUBLICATION LIBRARY MANAGEMENT SYSTEM (PLMS)

- (a) MCO 5215.1H
- (b) MCO P5215.17C
- (c) MCO 5600.31G
- (d) NAVMC 2761
- (e) UM-PLMS 5605

Encl: (1) Procedures for establishing a Publications directory
(2) Procedures for INTERNET download

1. Purpose. To establish procedures for maintaining an up-to-date library of publications per references (a) through (e).

2. Information. The Publication Library Management System (PLMS) provides users the ability to maintain an up-to-date library of publications essential to the performance of their respective missions.

3. Applicability. The procedures contained in this Order apply to Headquarters, 3d Marine Division (HQ, 3d MarDiv).

4. Policy. The HQ, 3d MarDiv Publication Library (PL) will be maintained per the references.

a. Publication Responsibilities

(1) Directives Control Point (DCP). The Adjutant's office will be the DCP for publications of HQ, 3d MarDiv. DCP responsibilities include:

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(a) Update the HQ, 3d MarDiv PL quarterly with the Division PLMS clerks.

(b) Distribute publications to the appropriate Division sections

(c) Order all publications that are mission essential and track all outstanding publications on order.

Action

a Division Adjutant will

(1) Maintain the Division PL reflecting aggregate allowances of publications using computer generated Internal Distribution Lists (IDLS).

(2) Update the Division PL

(3) Order publications requested via Marine Corps Publications Distribution System (MCPDS).

(4) Ensure that each section head is in compliance with this Order

(5) Ensure that each section PLMS clerk understands how to use the PLMS system.

b General/Special Staff

(1) Assign a section PLMS clerk, and forward a copy of the assignment letter to the Adjutant.

(2) Establish and maintain Secondary Control Points (SCP) for publications. The section PL reflecting aggregate allowances of publications will be maintained by the section PLMS clerk using computer generated Internal Distribution Lists (IDLs).

(3) Do a reconciliation of publications on hand, and forward the publication diskette(s) to the Division Adjutant no later than the 20th day of the first month of every quarter.


4 Discard all obsolete publications

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d Section PLMS clerk will:

(1) Use the procedures outlined in the enclosures to update the section PL.

(2) Print out an IDL, reconcile the list with the section head, highlight the publication(s) being ordered, and request appropriate orders via the Adjutant.


R. S. MARUTA
Chief of Staff

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ESTABLISHING A "PUBS" FOLDER

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